



Ruj : KKM.500/3/4/9 Jld.34 (30)  
Tarikh : 16, Oktober 2023

**Semua Pengarah Kesihatan Negeri**  
**Jabatan Kesihatan Negeri**  
**Kementerian Kesihatan Malaysia**

YBhg. Tan Sri / Datuk / Dato' / Datin / Tuan / Puan,

**HEBAHAN PELAWAAN BIASISWA DI BAWAH JICA LONG TERM TRAINING FOR THE INTERNATIONAL UNIVERSITY OF JAPAN (IUJ) ONE YEAR MASTER'S PROGRAM IN INTERNATIONAL PUBLIC POLICY PROGRAM (IPPP)**

Dengan hormatnya saya diarah merujuk kepada perkara di atas.

2. Untuk makluman YBhg. Tan Sri / Datuk / Dato' / Datin / Tuan/ Puan, Jabatan Perkhidmatan Awam (JPA) ingin mempelawa pegawai **Kumpulan Pengurusan & Profesional (P&P)** untuk memohon penajaan biasiswa di bawah **JICA Long Term Training for the International University of Japan (IUJ) One-Year Master's Program in International Public Policy Program (IPPP)** bagi mengikuti pengajian di peringkat Sarjana di Jepun. Program penajaan biasiswa ini adalah di bawah kelolaan Japan International Cooperation Agency (JICA). **Permohonan boleh dibuat secara dalam talian di portal <http://esilav2.jpa.gov.my> mulai 09 hingga 20 Oktober 2023.**
3. Sehubungan itu, pihak YBhg. Tan Sri / Datuk / Dato' / Datin / Tuan/ Puan dipelawa untuk mengemukakan pencalonan daripada pegawai Kumpulan Pengurusan dan Profesional (P&P) yang bersesuaian dan memenuhi syarat seperti yang ditetapkan. Walau bagaimanapun, pemilihan akhir peserta yang menyertai program ini adalah tertakluk kepada saringan lanjut oleh JPA dan pihak penganjur. Maklumat lanjut adalah sebagaimana lampiran yang dilampirkan serta melalui portal <http://esilav2.jpa.gov.my>.
4. Pegawai yang berminat dan berkelayakan dikehendaki melengkapkan borang permohonan secara atas talian melalui pautan <http://esilav2.jpa.gov.my>. Borang permohonan yang telah lengkap diisi hendaklah dimuat turun, dicetak dan ditandatangani oleh pegawai sebelum dikemukakan kepada Ketua Jabatan masing-masing untuk pengesahan dan perakuan khususnya berkaitan maklumat perkhidmatan pegawai. Pegawai bertanggungjawab untuk memastikan semua maklumat yang diberikan adalah betul dan lengkap serta mematuhi syarat-syarat yang ditetapkan seperti di dalam surat siaran ini.



5. Ketua Jabatan adalah dinasihatkan supaya membuat semakan dengan teliti dan memberi sepenuh perhatian kepada syarat-syarat yang ditetapkan. Sehubungan itu, adalah menjadi tanggungjawab Ketua Jabatan untuk memperakukan pegawai-pegawai yang sesuai serta memenuhi syarat-syarat yang ditetapkan sahaja. Ketua Jabatan adalah dinasihatkan supaya membuat semakan ke atas buku perkhidmatan pegawai sebelum pengesahan dan perakuan untuk memastikan ketepatan maklumat perkhidmatan pegawai yang diperlukan.

6. Sehubungan itu, permohonan perlu **dikemukakan terus dan perlu diterima oleh pihak BPL KKM** seperti alamat di bawah **sebelum atau pada 23 Oktober 2023 (Isnin)** kepada:

Unit Latihan Dalam Perkhidmatan 1 (Program Kepakaran 2)  
Cawangan Operasi Latihan  
Bahagian Pengurusan Latihan, KKM  
Aras 6, Menara Prisma, No 26, Persiaran Perdana, Presint 3  
62675, Putrajaya  
(u.p.: Puan Nur Irmawarni binti Mohamad)

7. Setiap permohonan yang dikemukakan perlu mematuhi tarikh tutup yang ditetapkan oleh pihak Kementerian Kesihatan Malaysia seperti di atas dan perincian maklumat adalah seperti di **Lampiran 1. Permohonan yang lewat diterima tidak akan dipertimbangkan.**

8. Kerjasama YBhg. Tan Sri / Datuk / Dato' / Datin / Tuan/ Puan adalah dimohon untuk memaklumkan tawaran ini kepada semua pegawai yang berminat dan berkelayakkan di Jabatan YBhg. Tan Sri / Datuk / Dato' / Datin / Tuan/ Puan.

Sekian, terima kasih.

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

  
(AZLAN BIN AHMAD)

Bahagian Pengurusan Latihan  
b.p Ketua Setiausaha  
Kementerian Kesihatan Malaysia

**s.k.:**

1. Ketua Setiausaha  
Kementerian Kesihatan Malaysia
2. Ketua Pengarah Kesihatan  
Kementerian Kesihatan Malaysia
3. Timbalan Ketua Setiausaha (Kewangan)  
Kementerian Kesihatan Malaysia
4. Timbalan Ketua Setiausaha (Pengurusan)  
Kementerian Kesihatan Malaysia
5. Timbalan Ketua Pengarah Kesihatan (Kesihatan Awam)  
Kementerian Kesihatan Malaysia
6. Timbalan Ketua Pengarah Kesihatan (Sokongan & Teknikal)  
Kementerian Kesihatan Malaysia

**SENARAI EDARAN**  
**IBU PEJABAT KEMENTERIAN KESIHATAN MALAYSIA (IPKKM)**

1. Pengarah Kanan  
Bahagian Kesihatan Pergigian  
Kementerian Kesihatan Malaysia
2. Pengarah Kanan  
Bahagian Perkhidmatan Farmasi  
Kementerian Kesihatan Malaysia
3. Pengarah Kanan  
Bahagian Keselamatan dan Kualiti Makanan  
Kementerian Kesihatan Malaysia
4. Setiausaha Bahagian Kanan  
Bahagian Pembangunan  
Kementerian Kesihatan Malaysia
5. Setiausaha Bahagian  
Bahagian Sumber Manusia  
Kementerian Kesihatan Malaysia
6. Setiausaha Bahagian  
Bahagian Pengurusan Maklumat  
Kementerian Kesihatan Malaysia
7. Setiausaha Bahagian  
Bahagian Dasar dan Hubungan Antarabangsa  
Kementerian Kesihatan Malaysia
8. Setiausaha Bahagian  
Bahagian Pengurusan Latihan  
Kementerian Kesihatan Malaysia
9. Setiausaha Bahagian  
Bahagian Pembangunan Kompetensi  
Kementerian Kesihatan Malaysia

10. Setiausaha Bahagian  
Bahagian Khidmat Pengurusan  
Kementerian Kesihatan Malaysia
11. Setiausaha Bahagian  
Bahagian Kewangan  
Kementerian Kesihatan Malaysia
12. Setiausaha Bahagian  
Bahagian Perolehan & Penswataan  
Kementerian Kesihatan Malaysia
13. Setiausaha Bahagian  
Bahagian Akaun  
Kementerian Kesihatan Malaysia
14. Setiausaha Bahagian  
Bahagian Sains Kesihatan Bersekutu  
Kementerian Kesihatan Malaysia
15. Pengarah  
Bahagian Kejururawatan  
Kementerian Kesihatan Malaysia
16. Penasihat Undang-Undang  
Pejabat Penasihat Undang-Undang  
Kementerian Kesihatan Malaysia
17. Ketua Audit Dalam  
Cawangan Audit Dalam  
Kementerian Kesihatan Malaysia
18. Ketua Unit  
Unit Komunikasi Koperat  
Kementerian Kesihatan Malaysia

**SENARAI EDARAN**  
**JABATAN KESIHATAN NEGERI**

1. Pengarah Kesihatan Negeri Johor  
Jabatan Kesihatan Negeri Johor  
Tingkat 3 & 4 Blok B, Wisma Persekutuan  
Jalan Air Molek, 80590 Johor Bahru  
Johor
2. Pengarah Kesihatan Negeri Kedah  
Jabatan Kesihatan Negeri Kedah  
Simpang Kuala, Jalan Kuala Kedah  
05400 Alor Setar
3. Pengarah Kesihatan Negeri Kelantan  
Jabatan Kesihatan Negeri Kelantan  
Tingkat 5, Wisma Persekutuan  
15590 Kota Baharu  
Kelantan
4. Pengarah Kesihatan Negeri Melaka  
Jabatan Kesihatan Negeri Melaka  
Tingkat 3, 4, dan 5, Wisma Persekutuan  
Jalan Business City, Bandar MITC  
75450 Ayer Keroh, Melaka
5. Pengarah Kesihatan Negeri Pahang  
Jabatan Kesihatan Negeri Pahang  
Jalan IM 4, Bandar Indera Mahkota  
25582 Kuantan  
Pahang
6. Pengarah Kesihatan Negeri Perak  
Jabatan Kesihatan Negeri Perak  
Jalan Panglima Bukit Gantang Wahab  
30590 Ipoh  
Perak

7. Pejabat Kesihatan Negeri Perlis  
Jabatan Kesihatan Negeri Perlis  
Jalan Raja Syed Alwi  
01000 Kangar  
Perlis
8. Pengarah Kesihatan Negeri Pulau Pinang  
Jabatan Kesihatan Negeri Pulau Pinang (Bahagian Pengurusan)  
Tingkat 7, Bangunan MARA, No. 33  
Jalan Pangkalan Weld  
10300 Pulau Pinang
9. Pengarah Kesihatan Negeri Sabah  
Jabatan Kesihatan Negeri Sabah  
Tingkat 3, Rumah Persekutuan, Jalan Mat Salleh  
88590 Kota Kinabalu, Sabah
10. Pengarah Kesihatan Negeri Sarawak  
Jabatan Kesihatan Negeri Sarawak  
Jalan Diplomatik, Off Jalan Bako  
93050 Kuching, Sarawak
11. Pengarah Kesihatan Negeri Selangor  
Jabatan Kesihatan Negeri Selangor  
Tingkat 9, 10, 11 & 17, No. 1, Wisma Sunway  
Jalan Tengku Ampuan Zabedah C 9/C Seksyen 9  
40100 Shah Alam, Selangor.
12. Pengarah Kesihatan Negeri Sembilan  
Jabatan Kesihatan Negeri Sembilan  
Jalan Rasah 70300 Seremban  
Negeri Sembilan
13. Pengarah Kesihatan Negeri Terengganu  
Jabatan Kesihatan Negeri Terengganu  
Tingkat 5, Wisma Persekutuan Jalan Sultan Ismail  
20920 Kuala Terengganu

14. Pengarah Kesihatan W.P. Kuala Lumpur  
Jabatan Kesihatan W.P. Kuala Lumpur  
Jalan Cenderasari  
50590 Kuala Lumpur

15. Pengarah Kesihatan W.P. Labuan  
Jabatan Kesihatan WP Labuan  
Peti surat 80832  
87018 Wilayah Persekutuan Labuan

**Semua Institut Latihan Kementerian Kesihatan Malaysia (ILKKM)**

**Hospital Kuala Lumpur (HKL)**

**National Institute of Health (NIH)**

**Institut Kanser Negara (IKN)**





## JABATAN PERKHIDMATAN AWAM

### PELAWAAN PENAJAAN JICA LONG TERM TRAINING FOR THE INTERNATIONAL UNIVERSITY OF JAPAN (IUJ) ONE-YEAR MASTER'S PROGRAM IN INTERNATIONAL PUBLIC POLICY PROGRAM (IPPP)

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Japan International Cooperation Agency (JICA) telah membuka permohonan biasiswa di bawah **JICA Long Term Training for the International University of Japan (IUJ) One-year Master's Program in International Public Policy Program (IPPP)** kepada pegawai kumpulan Pengurusan dan Profesional (P&P) untuk mengikuti pengajian **Sarjana** di **International University of Japan (IUJ)** dalam bidang **International Public Policy Program (IPPP)**.

Justeru itu, Jabatan Perkhidmatan Awam (JPA) selaku *nominating agency* bagi program tersebut mempelawa pegawai kumpulan P&P yang memenuhi syarat seperti di **LAMPIRAN A** untuk memohon biasiswa ini melalui Ketua Jabatan dan Panel Pembangunan Sumber Manusia (PPSM) masing-masing.

Pegawai P&P yang berminat dan berkelayakan boleh melengkapkan borang permohonan secara dalam talian melalui portal <https://esilav2.jpa.gov.my> bermula **9 Oktober hingga 20 Oktober 2023**. Borang permohonan yang telah dilengkapkan secara dalam talian tersebut hendaklah dicetak, ditandatangani dan dikemukakan kepada Ketua Jabatan dan PPSM masing-masing beserta dengan dokumen-dokumen sokongan yang berkaitan. Semua permohonan yang disokong oleh Ketua Jabatan dan diperaku oleh PPSM hendaklah dikemukakan dan diterima oleh pihak JPA **selewat-lewatnya pada 27 Oktober 2023** sama ada melalui serahan tangan / pos melalui alamat seperti berikut:

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
Pusat Pentadbiran Kerajaan Persekutuan  
**62510 PUTRAJAYA**  
**(u.p: Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan)**

Maklumat terperinci berhubung tatacara permohonan/ pencalonan bagi program ini adalah seperti di **LAMPIRAN B**. Sila hubungi talian **03-88853053** atau **e-mel: [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my)** untuk sebarang pertanyaan lanjut berhubung biasiswa ini.

Bahagian Pembangunan Modal Insan  
Jabatan Perkhidmatan Awam

**9 Oktober 2023**



# **JICA Knowledge Co-Creation Program for Long Term Participants (JICA Development Studies Program)**

## **General Information on SDGs Global Leader JFY2024**

**国別研修  
「SDGs グローバルリーダー（2024年度）」**

This handout provides an overview of the “SDGs Global Leader” program/course, which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

Each country may have its own schedule and/or qualifications for the program. With regard to the additional information, please contact our JICA overseas office in charge of your country.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

## **0. Background**

### **What is JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

### **What is JICA Development Studies Program (JICA-DSP)**

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA's Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>

## 1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen networks between the target countries in respective fields, JICA established a new long-term training program to foster young/middle-aged bureaucrats, academicians and leading human resources in various fields of target countries who are capable of influencing policy making processes in their countries or contributing to socioeconomic development in the near future.

The new program/course, “SDGs Global Leader,” was established in JFY 2019 under the framework of JICA Development Studies Program (JICA-DSP) for the purpose of promoting the cooperation of sustainable development in the world.

The program/course will offer participants with special curriculums on Japanese developmental experience (JICA-DSP) and internships, if necessary, in addition to obtaining a Master’s or PhD. degree.

## 2. Objectives

- (1) To develop high level human resources who are capable of contributing to appropriate policy decisions and its implementation for tackling political and developmental issues in respective fields.
- (2) To establish and maintain mid and long-term amicable relationships between target countries and Japan.

## 3. Course Outline

The course consists of the acceptance of scholars from 116 countries including 9 countries from Southeast Asia, 14 countries from Pacific region, 6 countries from South Asia, 6 countries from East and Central Asia, 30 countries from Latin America and the Caribbean, 5 countries from Middle East and Europe\*, and 49 countries from Africa.

Southeast Asia	Cambodia, Indonesia, Laos, Malaysia Myanmar, Philippine, Thailand, Timor-Leste and Vietnam
Pacific	Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu
South Asia	Bangladesh, Bhutan, Maldives, Nepal, Pakistan, Sri Lanka
East and Central Asia	Mongolia, Tajikistan, Georgia, Azerbaijan, Armenia, Turkmenistan, Kyrgyz and Kazakhstan
Latin America and the Caribbean	Dominican Republic, El Salvador, Honduras, Mexico, Panama, Antigua and Barbuda, Commonwealth of Dominica, Grenada,

	Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Republic of Trinidad and Tobago, Republic of Suriname, Republic of Guyana, Guatemala, Cuba, Belize, Costa Rica, Jamaica, Nicaragua, Haiti, Argentine, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay
Middle East and Europe	Iran, Serbia, North Macedonia, Ukraine, Moldova *Only 3 members will be selected.
Africa	49 Sub-Saharan African countries (Applicants from African countries should refer “General Information on SDGs Global Leader Program for Sub -Saharan African countries JFY2024”)

This handout provides information related to long-term courses including master’s degree courses, Ph.D. courses, and combined master’s and Ph.D. courses.<sup>1</sup>

Candidate applicants may select the university, to which he/she wishes to apply, from the universities which have concluded an agreement on accepting JICA participants on the condition that the candidate passes the entrance examination of the selected university. Detailed information of these partner universities will be provided separately.

Proposed research topics should consist of subjects that contribute to government policies on sustainable development (Examples: Administration/public policy, finance, public finance management, international politics/diplomacy, regional research, business, international trade/investment, disaster risk reduction, maritime issues etc.)

In addition to curriculums of the master’s and Ph.D. courses, activities such as short-term programs (e.g. Understanding the Japanese Development Experience<sup>2</sup>), and/or internship programs will be planned in order to enrich the participants’ academic and personal experience of their courses of studies at the universities.

Accepted applicants are recommended to participate in internship programs at public or private entities during their stay in Japan. JICA will prepare the contents and schedule of the internship in close consultation with the participants and host organizations. In principle, no reward or compensation should be paid to the participants or host organizations.

## 4. Duration

In principle, 2 years for master’s course and 3 years for Ph.D. course (depending on the

<sup>1</sup> Bachelor’s degree course is also offered specially for Pacific countries.

<sup>2</sup> As part of JICA-DSP, this program is co-organized by GRIPS, IUJ and JICA for JICA Knowledge Co-Creation Program for Long Term Participants. The program offers participants with opportunities to gain a deep understanding of the Japanese development experience, and to draw lessons and gain insights that will support their development work at their home countries and internationally.

program offered by universities)<sup>3</sup>.

## 5. Number of Participants

Southeast Asia	43
Pacific	30
South Asia	5
Central and East Asia	7
Latin America and the Caribbean	30
Middle East and Europe	3
Sub-Saharan Africa	(Applicants from African countries should refer "General Information on SDGs Global Leader Program for Sub-Saharan African countries JFY2024")

## 6. Language to be used in this Program

English

## 7. Eligibility

Candidate applicants must satisfy the following requirements:

- (1) **Current Duties:** young or middle-career government officials, prospective academics, or personnel from private institutions who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields.
- (2) **Nationality:** citizen of the above countries eligible for Japan's ODA
- (3) **Age:**  
for master's programs, thirty five (35) years of age or under in principle (As of April 1<sup>st</sup>, 2024). However, under certain circumstances deemed to be considered, applicants over the age of 35 may become accepted. Please contact our JICA office for more information.  
for Ph.D. programs, forty (40) years of age or under in principle (As of April 1<sup>st</sup>, 2024). However, under certain circumstances deemed to be considered, applicants over the age of 40 may become accepted. Please contact our JICA office for more information.
- (4) **Educational Background:**  
for master's programs, a Bachelor's Degree or Master's Degree holder  
for Ph.D. programs, a Master's Degree holder  
(specially for Pacific countries) for Bachelor's programs: complete secondary education

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<sup>3</sup> The preparatory period as a research student or credited auditor prior to the regular student up to 6 months may be added.

(or other education program of at least 12 years in duration)

- (5) Language: adequate English skills both in written and oral communication to complete master's and/or Ph.D. courses with skills equivalent or exceeding the following;  
TOEFL iBT: 80  
IELTS: 6.5
- (6) Physical Presence: must physically come to Japan to carry out research activities to complete this program.
- (7) Others: must not be receiving nor plan to receive other scholarship during the program.
- (8) Gender Equality and Women's Empowerment: Women are encouraged to apply to the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity to all applicants regardless of sexual orientation and gender identity.

## 8. Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination<sup>4</sup> of the university they have applied to, including examinations to enter the applicants' desired master's degree or Ph.D. degree course.

## 9. Application Guidelines

Candidate applicants must apply through the procedures as described below, which are necessary requirements by both applicant's Government and the Government of Japan for the Official Development Assistance.

- (1) Procedures and Required Documents for Application:  
Each applicant is required to submit the "Application Documents<sup>5</sup>" listed in (2) below to JICA overseas office in charge of the applicants' country.
- (2) Application Documents
  - 1) SDGs Global Leader Course for FY 2024 Application Form consists of:
    - Personal Information
    - Educational Background
    - Present Organization and Nomination
    - Work Experience
    - Declaration (Terms and Conditions needed to be agreed by candidate applicants)
    - Declaration of desired universities placement (Annex 1-1 for Courses with Pre-

<sup>4</sup> The results of JICA's screening procedure and University's general entrance examination will not accept any inquiry.

<sup>5</sup> Submitted documents will not be returned.

application Matching, or Annex 1-2 for Courses without Pre-application Matching)

- Research Plan (Annex 2)
- Career Plan (Annex 2)

2) Graduation certificate.

- \* Officially certified copies of the original
- \* Written in English or accompanied with official translation

3) Academic transcript

- \* Must contain all the grades earned at the university attended by the applicant
- \* Officially certified copies of the original transcript
- \* Written in English or accompanied with official translation in English

4) Photocopy of certificate of English Test<sup>6</sup>

5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).

6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)

7) Health certificate (after receive an acceptance notice from JICA <sup>7</sup>)

### (3) Procedures in General

Based on the above documents, candidate applicants are nominated and approved by their country's government, and later approved by JICA.<sup>8</sup> After this procedure, screening will be conducted at the universities chosen by the applicant.

Please kindly note that universities may reject the applicant's application when the required documents, or the submitted research plan is not accepted by the universities.

Candidate applicants must follow each university's application procedure after the screening. If the applicants withdraw their applications after their official applications to the universities, applicants must inform their withdrawal to the university by letter.

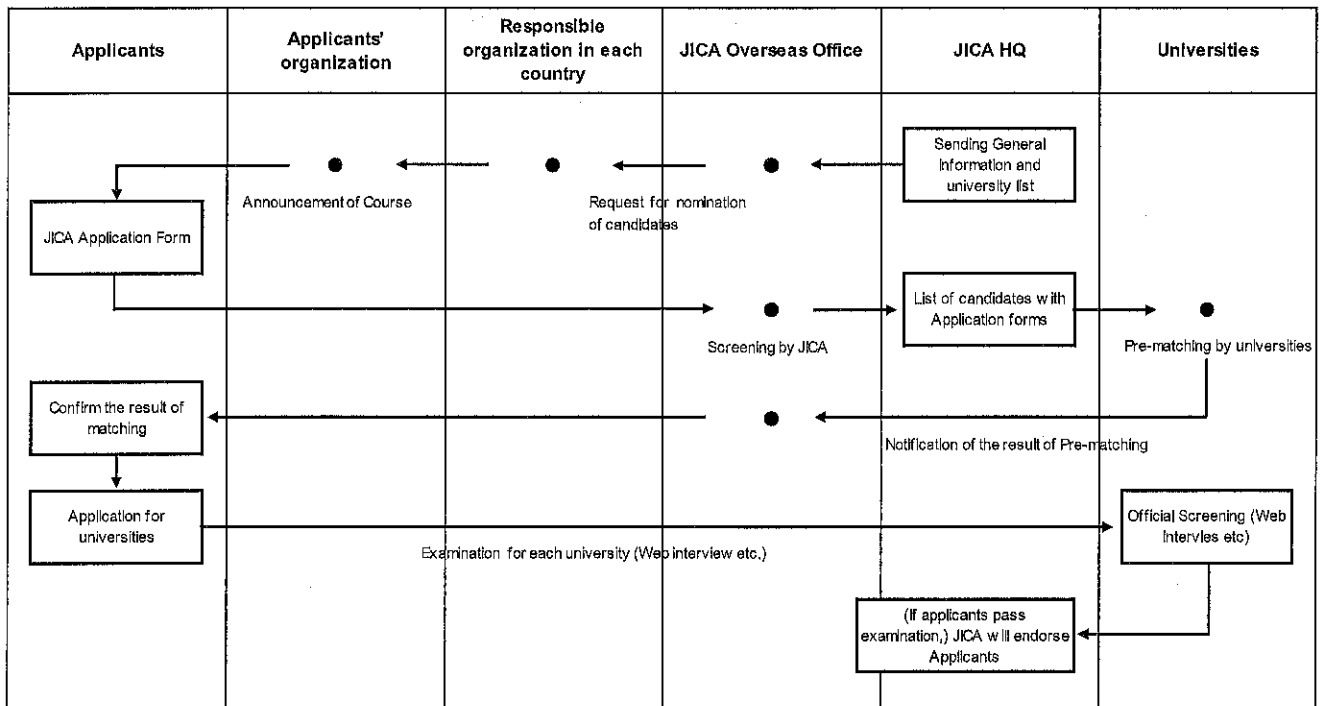
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<sup>6</sup> Once a candidate applicant passes the first screening by JICA overseas office, they may request for reimbursement of his/her application fee for IELTS/TOEFL. Please contact the JICA overseas office in charge of your country.

<sup>7</sup> If the candidate applicant passes the university entrance examination, a health certificate of JICA format will be required. Without the certificate, admission may become rejected.

<sup>8</sup> The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.





**(4) Points to be Noted regarding Procedures**

- 1) Universities which set early application deadline do not take the Pre-application matching process. See the two types of application submission schedules for screening below 10. Schedule.
- 2) Fees for English proficiency test or other necessary fees for preparation of application documents can be reimbursed only within the same Japanese fiscal year (from 1<sup>st</sup> April to 31<sup>st</sup> March of the next year) when the general entrance examinations are taken. Details of the reimbursement vary by each area and should be consulted with the nearest JICA overseas office of each candidate.

**10. Schedule**

Universities Without Pre-application matching Process		Universities With Pre-application matching Process	
By the Beginning of September, 2023	Nomination of candidate applicants in respective organizations	By the Beginning of September, 2023	Nomination of candidate applicants in respective organizations
	Selection of candidate applicants by responsible organization in each country		Selection of candidate applicants by responsible organization in each country

By the Beginning of November 2023	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.	By the Beginning of November 2023	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.
November, 2023	Screening by JICA	November - December, 2023	Screening by JICA
<b>[No Pre-application Matching Process conducted but apply for the general entrance examination directly to the university]</b>			Pre-application Matching Process by university
		By the end of January, 2023	Notification of the results of Pre-application Matching Process from each university through JICA overseas office
November - January, 2024	Application to take University's general entrance examination by the applicant	February - June(approximately), 2024	Application to take University's general entrance examination by the applicant
	University's application procedure *General entrance examination schedule is followed by each university		University's application procedure *General entrance examination schedule is followed by each university
February – March, 2024	Arrival of results of general entrance examination from the university	June - July, 2024	Arrival of results of general entrance examination from the university
	Determination of JICA KCCP (Long-term) participants		Determination of JICA KCCP (Long-term) participants
June - August, 2024	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant	June - August, 2024	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant
August-October, 2024	Orientation by JICA overseas office before departure	August-October, 2024	Orientation by JICA overseas office before departure
	Arrival in Japan		Arrival in Japan
	Orientation by JICA Domestic Offices		Orientation by JICA Domestic Offices
	Beginning of Fall 2024 Term		Beginning of Fall 2024 Term

\*Schedule for the application period for the general entrance examination depends on each university.

\*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

## 11. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g., for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
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Tuition ( examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance	JPY 117,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY103,750~106,000 円	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000-224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).	In accordance with the provisions of the medical insurance	

\*Varies according to living area in Japan, type of accommodation, etc.

\*\*Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

\*\*\*Depending on the accommodation facility. Consultation with the university is required.

\*\*\*\*Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.

## 12. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight

- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, or dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) National Health Insurance fee

Note: If participant / accepted applicant does not follow the regulation of JICA, the participant may have to bear such other costs of necessary expenses.

### **13. Conditions for Participation**

The accepted applicants/participants of KCCP are required

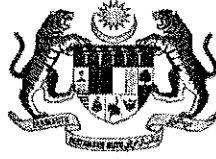
- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (3) not to change course subjects or extend the course period,
- (4) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (5) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (6) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
- (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments, ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (9) not to engage in political activities, or any form of employment for profit,
- (10) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA,"
- (11) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (12) not to drive a car or motorbike, regardless of an international driving license possessed,
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) to refund allowances or other benefits paid by JICA in the case of a change in schedule,

- (15) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (16) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up taken after the participant receive an acceptance notice from JICA),
- (17) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by the participant.
- (18) to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
- (19) not to be receiving nor plan to receive another scholarship during the program,
- (20) to understand not to make other applications for different JICA training courses at the same time, and
- (21) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (22) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.



***CORRESPONDENCE***

For enquiries and further information, please contact your nearest JICA office.



## SYARAT-SYARAT PERMOHONAN

### **JICA LONG TERM TRAINING FOR THE INTERNATIONAL UNIVERSITY OF JAPAN (IUJ) ONE-YEAR MASTER'S PROGRAM IN INTERNATIONAL PUBLIC POLICY PROGRAM (IPPP)**

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- 1) Pegawai Perkhidmatan Awam **Kumpulan Pengurusan dan Profesional** lantikan **tetap** yang berumur tidak melebihi **35 tahun pada 1 April 2024**;
- 2) Telah **disahkan dalam skim perkhidmatan terkini** pada 1 Januari 2023;
- 3) Telah berkhidmat sekurang-kurangnya **lima (5) tahun** pada 9 Oktober 2023 dalam bidang *International Public Policy*;
- 4) Mencapai purata markah minimum Laporan Nilain Prestasi Tahunan (LNPT) **85% bagi tempoh tiga tahun berturut-turut (2020, 2021 & 2022)** dalam skim perkhidmatan terkini. Penilaian setahun LNPT hendaklah **genap 12 bulan**;

*Nota : Pegawai yang mempunyai rekod CTG/ CSG dalam tahun penilaian LNPT terlibat dan tahun penawaran tidak layak dipertimbangkan penajaan biasiswa di bawah program ini.*

- 5) Mempunyai kelayakan akademik **Ijazah Sarjana Muda** daripada universiti yang diiktiraf oleh Kerajaan;
- 6) Mengikuti pengajian di **peringkat yang lebih tinggi** daripada kelayakan akademik sedia ada yang dimiliki pegawai.

*Nota : Pegawai bertanggungjawab untuk mengisytiharkan kelayakan akademik tertinggi semasa yang dimiliki. Sekiranya pegawai gagal mengisytiharkannya dan ia dapat dikesan kemudian, pegawai bertanggungjawab sepenuhnya ke atas sebarang **implikasi yang timbul daripada kegagalan pengisytiharan tersebut** termasuklah pembatalan penawaran (sekiranya berjaya), tanggungan kos yang terlibat (sekiranya ada) dll.*

- 7) Mempunyai **penguasaan Bahasa Inggeris yang baik (TOEFL iBT: 80 @ IELTS : 6.5)**. Pengesahan penguasaan Bahasa Inggeris seperti TOEFL/ TOEIC/ IELTS hendaklah diberikan;

- 8) Mematuhi **syarat genap tempoh** tamat mengikuti kursus jangka panjang / sederhana seperti berikut:

<b>Tempoh Kursus</b>	<b>Tempoh Menunggu (pada 1 Januari 2023)</b>
Lebih daripada 12 bulan	2 tahun
Lebih daripada 3 bulan dan kurang daripada 12 bulan	1 tahun

- 9) Bersih daripada sebarang pertuduhan/ tindakan tatatertib/ dakwaan mahkamah;
- 10) Telah **mengisytiharkan harta** dalam tempoh **lima (5) tahun** terkini;
- 11) **Bukan peminjam tegar** pinjaman pelajaran atau bukan dalam **senarai hitam** Jabatan Perkhidmatan Awam (JPA) atau badan penaja lain;
- 12) Tidak mempunyai sebarang masalah kesihatan serta kecacatan fizikal dan mental.





## TATACARA PERMOHONAN / PENCALONAN

### JICA LONG TERM TRAINING FOR THE INTERNATIONAL UNIVERSITY OF JAPAN (IUJ) ONE-YEAR MASTER'S PROGRAM IN INTERNATIONAL PUBLIC POLICY PROGRAM (IPPP)

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#### 1. TANGGUNGJAWAB PEGAWAI

- 1.1 Pegawai yang berminat dikehendaki **membaca dan memahami sepenuhnya** syarat-syarat permohonan di **Lampiran A** dan **General Information - JICA IUJ IPPP 2024 (sama sebagaimana General Information - JICA SDGS Global Leader)** sebelum membuat permohonan.
- 1.2 Permohonan boleh dibuat dengan melengkapkan borang permohonan secara dalam talian melalui pautan <https://esilav2.jpa.gov.my> bermula daripada **9 Oktober hingga 20 Oktober 2023**.
- 1.3 Borang permohonan yang telah lengkap diisi hendaklah **dimuat turun, dicetak dan ditandatangani oleh pegawai**. Terdapat ruangan perakuan Ketua Jabatan selepas ruangan tandatangan pegawai yang mana memerlukan maklumat perkhidmatan pegawai dilengkapkan, disahkan dan ditandatangani oleh Ketua Jabatan<sup>1</sup> masing-masing.

Nota: Tanggungjawab pegawai untuk menyemak dan memastikan segala maklumat di ruangan perakuan Ketua Jabatan tersebut **dilengkapkan sepenuhnya tanpa ada sebarang kecaciran** sebelum borang permohonan lengkap tersebut dikemukakan kepada urus setia Panel Pembangunan Sumber Manusia (PPSM)<sup>2</sup> masing-masing untuk penyelarasan.

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<sup>1</sup> Ketua Jabatan yang dimaksudkan adalah sekurang-kurangnya pegawai di peringkat mengetuai sesuatu bahagian di mana pegawai ditempatkan atau bahagian pengurusan sumber manusia di Kementerian/Jabatan/Agensi seperti Pengarah / Setiausaha Bahagian dsb.

<sup>2</sup> PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh Ketua Perkhidmatan masing-masing tanpa mengira Kementerian/Jabatan/Agensi penempatan pegawai kecuali bagi pegawai perkhidmatan gunasama (PTD, PLV dan PPSi) yang mana PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh pegawai pengawal Kementerian masing-masing sahaja walaupun pegawai ditempatkan di Jabatan/Agensi di bawah Kementerian berkaitan.

- 1.4 Borang permohonan yang lengkap tersebut perlu dikemukakan kepada urus setia PPSM masing-masing bersama-sama dengan **dokumen-dokumen sokongan** yang berkaitan seperti berikut:
- a) *JICA Application Form* (bersama 2 keping gambar berukuran 4 cm x 3 cm terkini - ditampal pada borang) – kata laluan borang **jica2024**;
  - b) *Annex 2 - Research and Career Plan*;
  - c) Salinan Ijazah Pertama – **SKROL DAN TRANSKRIP RASMI DALAM BAHASA INGGERIS SAHAJA**/ diterjemahkan secara rasmi kepada Bahasa Inggeris (telah disahkan);
  - d) Salinan **Senarai Tugas/ Job Description** (JD) yang disahkan;
  - e) Salinan slip keputusan **TOEFL/ IELTS/ CEFR** (sekiranya tiada, sila kemukakan surat pengesahan telah mendaftar dan akan menduduki penilaian Bahasa Inggeris); dan
  - f) Salinan **pasport antarabangsa** yang tertera maklumat nama, tarikh lahir, warganegara, jantina, no. passport, tarikh tamat tempoh serta gambar.

Nota: Semua dokumen di atas hendaklah dikemukakan dalam **2 salinan dokumen yang lengkap (1 salinan asal dan 1 salinan fotostat)**.

## 2. TANGGUNG JAWAB KETUAJABATAN

- 2.1 Ketua Jabatan dinasihatkan untuk membuat semakan yang teliti dan memberi sepenuh perhatian kepada syarat-syarat yang ditetapkan di **Lampiran A**. Sehubungan itu, adalah menjadi tanggungjawab Ketua Jabatan untuk menyokong / memberi pelepasan kepada pegawai-pegawai yang **bersesuaian dan berkeelayakan sahaja** berdasarkan syarat-syarat yang ditetapkan sahaja.
- 2.2 Ketua Jabatan perlu **melengkapkan dan mengesahkan maklumat** perkhidmatan pegawai, dan seterusnya **menandatangani ruangan perakuan** Ketua Jabatan dalam borang permohonan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai.
- 2.3 Permohonan yang lengkap dan disokong perlu dikemukakan bersama-sama dokumen berkaitan kepada urus setia PPSM masing-masing untuk penyelarasan perakuan.

### 3. TANGGUNG JAWAB KETUA PERKHIDMATAN/ PEGAWAI PENGAWAL MELALUI PANEL PEMBANGUNAN SUMBER MANUSIA (PPSM)

- 3.1 Ketua Perkhidmatan/ Pegawai Pengawal adalah dinasihatkan supaya membuat **perancangan dan semakan yang teliti** ke atas syarat dan tatacara permohonan/ pencalonan seperti di **LAMPIRAN A** dan **LAMPIRAN B** dalam memperakukan pencalonan pegawai melalui PPSM masing-masing kepada pihak BMI, JPA. Sekiranya semua pegawai yang diperakukan berjaya ditawarkan program ini, Ketua Perkhidmatan/ Pegawai Pengawal **perlu memberi pelepasan** kepada mereka untuk mengikuti program ini. Ketua Perkhidmatan/ Pegawai Pengawal hendaklah memastikan hanya pegawai-pegawai yang **bersesuaian sahaja dicalonkan**.
- 3.2 Sehubungan itu, adalah menjadi tanggungjawab urus setia PPSM untuk mengambil tindakan-tindakan berikut:
- (a) **Melengkapkan borang Laporan PPSM** Kementerian/Jabatan untuk kursus dalam perkhidmatan - JPA(L) LDP 1A/96;
  - (b) **Memastikan maklumat perkhidmatan** di ruangan perakuan Ketua Jabatan pada borang permohonan pegawai **adalah tepat dan benar** serta **telah ditandatangani oleh Ketua Jabatan** yang berkaitan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai.
  - (c) Pencalonan yang dikemukakan kepada pihak JPA hendaklah disertakan bersama-sama dengan dokumen-dokumen berikut:
    - i. Dokumen-dokumen seperti di perenggan 1.3 hingga 1.4; dan
    - ii. Dokumen-dokumen seperti di perenggan 3.2 (a).
- 3.3 **Pencalonan yang lengkap** hendaklah dikemukakan dan diterima oleh pihak JPA **selewat-lewatnya pada 27 Oktober 2023** sama ada melalui pos atau serahan tangan ke alamat seperti berikut:

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
62510 PUTRAJAYA.

**(u.p.: Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan)**

3.4 Permohonan dengan dokumen yang **TIDAK LENGKAP TIDAK AKAN DIPROSES** untuk pertimbangan.

#### 4. PERTANYAAN

Sila hubungi pihak penyelaras melalui butiran seperti berikut:

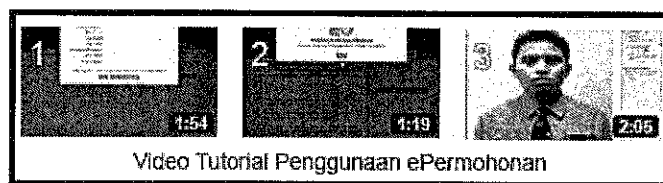
**Penyelaras : Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan, BMI JPA**

**No. Telefon : 03 – 8885 3053 / 3438**

**Emel : [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my)**

[Halaman Utama](#) [FAQ](#) [Panduan Memohon](#) [Hubungi Kami](#) [Penaftian](#)[Log Masuk](#) [Daftar](#)

## PERMOHONAN PROGRAM JICA - SDGS-IPPP TAHUN 2024



No K/P

Kata Laluan

[Log Masuk](#)[Masalah Log Masuk?](#)

### Makluman **PENTING**

1. Sila baca dan fahami syarat-syarat permohonan terlebih dahulu sebelum memohon program ini. Syarat-syarat permohonan boleh dibaca disini.
2. Penggunaan pelayar web moden versi terkini seperti Google Chrome, Mozilla Firefox dan Safari adalah sangat digalakkan.
3. Pengguna perlu memastikan komputer dipasang dengan Adobe Reader versi terkini bagi mengelakkan kesulitan semasa menggunakan sistem.
4. Sila lihat Panduan Memohon atau Hubungi Kami sekiranya pemohon memerlukan bantuan lanjut.

### Penaftian

Kerajaan Malaysia dan Jabatan Perkhidmatan Awam Malaysia adalah tidak bertanggungjawab bagi apa-apa kehilangan atau kerugian yang disebabkan oleh penggunaan mana-mana maklumat yang diperolehi dari laman web ini serta tidak boleh ditafsirkan sebagai ejen kepada, ataupun syarikat yang disyorkan oleh JPA.

Bahagian Pembangunan Modal Insan,  
Jabatan Perkhidmatan Awam Malaysia,  
Aras 2-4, Blok C2, Kompleks C, Pusat Pentadbiran Kerajaan Persekutuan, 62510 Putrajaya, Malaysia.  
©2012 Bahagian Pembangunan Modal Insan, Jabatan Perkhidmatan Awam

**JFY2024**  
**(JICA Knowledge Co-Creation Program)(KCCP)**  
**(JICA Development Studies Program)**  
**APPLICATION FORM**

Reg.No

**Instructions**

1. Fill-in all **YELLOW** areas (or cells) of this form by computer. (DO NOT handwrite.).
2. Fill in the form in English.
3. All **YELLOW** areas **MUST** be filled-in (Do not leave these areas blank. Please write "N/A" if not applicable).
4. Write dates in the order of day, month, year (ex.: 31st day of January, 2023 is "31/Jan/2023").
5. Write proper nouns in full without abbreviation.
6. Check your application form using the check lists at the bottom of this application form.
7. Print out all pages after entering required information in all questions.
8. Obtain Signature(s) of the applicant's present organization (if necessary, digital stamp/signature is acceptable.).

**1. Personal Information**

1-1. Course

1-2. Number (Not need to fill in. JICA will inform after selection Procedures)

--	--	--	--	--	--	--	--	--	--

Color Photo  
(4cm×3cm)

Paste your photo  
taken within  
6 months.

1-3. Information about the applicant

Family Name			
First Name			
Other Name (If any)			
Gender <small>for Visa application</small>	Date of Birth (Day/Month/Year)	/	/
Nationality	Age (As of 1/Apr/2024)		
Resident Country			
City/Town	TEL (Primary)	Country Code	
State/Province	TEL (Secondary)	Country Code	
Email			Passport possession

1-4. Contact Person in Emergency (2 Persons)

<b>1</b>	Name				Relationship	
	Province & Country	TEL	Country Code		Email	
<b>2</b>	Name				Relationship	
	Province & Country	TEL	Country Code		Email	

**2. Educational Background (Higher Education)**

Name of Educational Institution	Province / Country	From (Month) / (Year)	Type of Academic Degree Obtained	Major
Name of Faculty / Department / School		To (Month) / (Year)		
		From /		
		To /		
		From /		
		To /		
		From /		
		To /		
		From /		
		To /		

If the period you have entered in 2. Educational Background above does not match a regular academic period, please indicate your reason in "Remarks" below.

<b>Remarks</b>	
----------------	--

1) Language Proficiency Indicate your English abilities with reference to the following.

<b>English Proficiency</b>	<b>Listening</b>		
	<b>Speaking</b>		
	<b>Reading</b>		
	<b>Writing</b>		
	<b>Certificate</b> (Please specify Name of Certificate) <i>ex.: TOEFL, IELTS</i>		
<b>If Others, specify</b>			
<b>Score points obtained</b>			
<b>Test Dates</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>
<b>Your Mother Tongue</b>			

**Excellent:** Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

**Good:** Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

**Fair:** Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

**Poor:** Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

2) Have you ever been awarded a scholarship for studying abroad?

	Name of scholarship				
	Duration	From	/	To	/

3) Are you currently applying for any scholarship(s), other than Program?

	Name of scholarship				
--	---------------------	--	--	--	--

4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/



**3. Present Organization and Nomination**

3-1. Present Organization and Position

Categories of Organization		Types of organization	
Name of Organization			
Department / Division			
Position			
Date of employment	/ /	Date of assignment to the present position	/ /
Province & Country		TEL	Country Code
			Email

Categories of Organization	Types of Organization	Description
A. Ministry / Government Institution	National Government	Ministry or Federal Institution
	Local Government	Governmental Institution run by state/province or city/town
	Public Enterprise	Government-owned corporation or facilities
B. Higher Education and TVET	University	Either public or Private University
C. Private Sector	Private	Private company including Private school
D. Others	NGO/Private(non-profit)	NGO or non-profit organization
	Self-employed	Freelancer (if you own a company, chose "Private")
	Fresh Graduate	Just graduated or will Graduate soon from University and not working
	Unemployed	not working
	Others	Any status not applying to all above

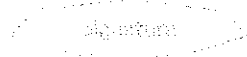

3-2. Questionnaire on Relationship with the Military / the Ministry of Defense

\*Please check the box (✓) which best describes the organization to which you are affiliated to and the relationship with the Military.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	the Military, an active military personnel or a military personnel listed in the muster roll/military register
<input type="checkbox"/>	<input type="checkbox"/>	an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
<input type="checkbox"/>	<input type="checkbox"/>	the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
<input type="checkbox"/>	<input type="checkbox"/>	an civilian organization but with military personnel or a military division within the organization
<input type="checkbox"/>	<input type="checkbox"/>	an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment
<input type="checkbox"/>	<input type="checkbox"/>	No, I do not have any relationship with the Military / the Ministry of Defense

3-3. Confirmation of the nomination by the applicant's present organization

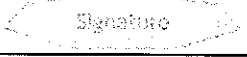

I agree to nominate this person as qualified nominees to participate in the programs on behalf of our organization.

Date		Signature	
Name			
Department / Division			
Position			
TEL	Country Code		
Email			

\* This confirmation is necessary if the applicant's present organization is the ministry / government institution or any higher education and TVET institution

**Confirmation by the organization in charge (if there is no Note Verbale/ Letter from the government nominating the applicant)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date		Signature	
Name			
Department / Division			
Position			

**4. Work Experience**

Provide the information of your work experience following the most recent one after graduation from higher education. The first row (most recent one) will be filled automatically if 3-1 Present Organization and Position is correctly filled.  
 \* In "To", please write the month and year as of you apply for this program.  
 Ex., If you applied for this program in the end of October in 2023, Please choose October as month and 2023 as year.

Organization	Department	Position	Period of Working	From / To	Full / Part Time	Type of Org.
				From /		
				*To /		
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		

**\*\*For the Types of Organization, please choose from the followings:**

- A. Ministry / Government Institution
- B. Higher Education and TVET (Technical and Vocational Education and Training) Institutions
- C. Private Sector
- D. Others (non-profit organization etc.)

\*For the details of description of each type of organization, please refer to "Categories of Organization" in 3. Present Organization and Nomination)

## 5. Declaration

I declare to apply for with a full understanding of the General Information, especially the articles stipulated below:

### (1) APPLICATION

1. All information answered and provided in this application form by me, is true and accurate to the best of my knowledge and ability. My application will be cancelled if any information is proven to be false.
2. All information provided by me in this application form had been approved by my supervisor in my organization (Required only for Governmental Officials (including public organizations) and/or Educators.)
3. An application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. The selection procedure and results rest entirely with JICA as the secretariat of SDGs Global Leader. No inquiries or objections by applicants regarding the result of the selection process will be considered.
5. Submission of a master's thesis is optional for doctoral candidates

### (2) OBJECTIVE OF THE PROGRAM

- (2-1) When I am accepted for the Program, I agree
- 2-1-1. that the objective of the program which is written in G.I. Therefore, I will participate in additional programs as being instructed in G.I if necessary.
  - 2-1-2. that I am required to contribute to the development of my nation's long-term good relationship with Japan after completing the course in Japan,
  - 2-1-3. that the objective of the program is not provision of employment in Japan upon completion of the program.

### (3) JICA's GUIDELINES

#### 【General Rules】

The accepted applicants/participants are requested:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up taken after the participant receive an acceptance notice from JICA,
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by the participants,
- (8) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university
- (9) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (10) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (11) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (12) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (13) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (14) to observe the rules and regulations at the place of the participants' accommodation,
- (15) not to engage in political activities, or any form of employment for profit,
- (16) not to drive a car or motorbike, regardless of an international driving license possessed,
- (17) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA,"
- (18) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (19) not to be receiving nor plan to receive another scholarship during the program,
- (20) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
- (21) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
- (22) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.

#### 【Privacy Policy】

The participants/applicants are requested to understand Privacy Policy of JICA as follows.

##### (1) Scope of Use

Personal information specified in this form will be stored, used, or analyzed by JICA only within the scope of conducting and supervising JICA's technical training (long-term) (selection, coordination, travel and life support of the participants in Japan) which is stipulated in Article 40, Paragraph 3 of the Japan International Cooperation Agency Organization Regulations. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll.

Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.

JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

##### (2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.

However, in the following cases, we will provide personal information and will take the following measures.

###### (a) In the case of contracted universities for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned party to take safety management measures and manage it appropriately, and will confirm the implementation status.

###### (b) In the case of uncontracted universities for the purpose of admission screening

The use of the personal information is limited to the admission screening of the applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.

**【Security Notice】**

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

**\*Information Security Policy of JICA in relation to Personal Information Protection**

■ JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

■ Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.

1. To provide the KCCP to Participants.
2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

**【Copyright Policy】**

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder. If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

**【Portrait Right Policy】**

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or In SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above. It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

- I understand and fully agree to the following terms and conditions set forth above.
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:

\*\*\*Please check the box whether you are AGREE or DISAGREE.

Agree /  Disagree

I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE (Day / Month / Year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Check List

Please check the following BEFORE printing

Page	Check Point	Applicant	JICA
All	Are all the Yellow columns (MANDATORY to answer) filled out?		
1	Is the full name written as shown on the Passport? (Check the spelling) (National ID is acceptable if the applicant does not own a Passport)		
	Is the date of birth same as on the Passport or ID? Is the applicant's age between 22 to 39? (If not, check qualified age at JICA overseas office in charge of your country)		
2	Is the name of supervisors chosen from the professor list in the University Information List?		
	If the name of supervisor is required to enter for all courses of Ph.D. and some Master's courses, is the section of "supervisor of choice" in Annex. 1-1 (for Courses with Pre-application matching), and Annex. 1-2 (for Courses without Pre-application matching) filled out?		
3	Do schooling years correspond to the years indicated in the provided University Diploma and Academic Transcript?		
	Is the name of the degree same as in the "University Diploma" and "Academic Transcript"?		
4	If the schooling years do not match with the regular academic period, is it explained in the Remarks column?		
4	Is the applicant applying for any scholarship other than Program?		
5	Is the applicant's name of organization, department, and position correctly spelled out? (No abbreviation is allowed)		
	Has the applicant entered whether the applicant's present organization is related to the Military / the Ministry of Defense?		
6	Is the working history and period of the applicant correctly filled out? Any employment before university completion is not considered as working history. Only full-time working with acquisition of diploma, such as night school, is approved as working experience.		
7	In 5. Declaration, has the applicant entered a check mark (✓) for either Agree or Disagree?		
Word File for Annex. 2 Research Plan and Career Plan	Is the research plan written in format of "Title", "Introduction", "Objective" and "Conclusion", according to instructions of "Research Plan" of Annex. 2? (Extreme lack of words may not be accepted.)		
	Is the research plan written with the "Title", "Introduction", "Objective" and "Conclusion", respectively followed by Rules of Outline of Research Plan as instructed in Annex. 2-1 Research Plan?		

Please check the following AFTER printing

Page	Check Point	Applicant	JICA
1	Is the applicant's photo attached on the Application form?		
5	Are the official stamp and signature of the current organization affixed in 3-3.?		
8	In the Declaration Form, is the signed date within the application period?		
University Diploma	Is the notary seal* affixed to University Diploma? The copied document of original one is approved only with the original notary seal affixed. *The notary seal: To officially notarize the copied document, affixed by authorized public institutions or lawyers.		
	Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. If not written in English, is the official English translation attached?		
Academic Transcript	Is the notary seal affixed to Academic Transcript for all the grades earned in the university?		
	Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. If not written in English, is the official English translation attached?		
Copy of Passport(ID)	Is the copy of valid Passport (or National ID) attached?		
	If not written in English, is the official English translation attached?		
ID Photo	Is the applicant's photo (4cm x 3cm) attached on Page 1 of Application Form?		

Please check the following BEFORE submission

Page	Check Point	Applicant	JICA
All	Are all documents and attachments included? • Application Form, • Annex1 (Declaration of desired universities), • Annex2 (Research Plan and Career Plan), • University Diploma (and Official English translation if the documents are issued other than English), • Academic Transcript (and Official English translation if the documents are issued other than English), • Copy of Passport/ID (and English translation if necessary), • Physician's Certificate (If required after answering questions in the Medical History), • Official English Proficiency Certificate as required by the desired university, • Master's Degree Thesis (if any)		

Name of Applicant: \_\_\_\_\_

For Courses with Pre-application

Annex. 1-1 Declaration of Desired Universities

**SDGs Global Leader JFY2024  
Application Form**

**Instruction**

1. Fill-in all YELLOW areas (or cells) of this form by computer. (Do NOT handwrite).
2. Fill in the form in English
3. All YELLOW areas MUST be filled-in (Do not leave these areas blank. Please write "N/A" if not applicable).
4. Write proper nouns in full spelling without abbreviation or any omission.
5. Verify what you have entered above using the "Check List" at the later part of the Application Form sheet.

**Annex 1-1. Declaration of desired universities placement**

**Reg. No.** \_\_\_\_\_ **Name of Applicant** \_\_\_\_\_

Please be noted:

All applicants are required to specify the desired universities by reference to University list provided by JICA.

This Application Form is for the courses, whose application period of general entrance examination begins in **February or later**.

Regardless of the application period, the maximum number of universities or courses which you may choose is up to three (3).

Are you applying to universities which application period ends by the end of January? (If the application period ends by the end of January, <b>you must use Annex1-2.</b> )	
If yes, how many courses are you applying to in total?	

You may choose up to 3 courses

Priority of Choice	Course Code	Name of Selected University and Graduate School	Graduate School	Course / Program / Degree	Master/PhD	Supervisor of choice*
1						
2						
3						

\* If you wish to apply for a Ph.D., please make sure to fill in "Supervisor of choice".

For Master's program, enter the "Supervisor of Choice" section if the name of supervisor is required to fill in. Please check the list of universities for details.

**[IMPORTANT]** Your personal information (educational background, career, health condition, health certificate, etc.) will be released to the universities you have chosen. Please check the university website for details of privacy policy of each university.

## Annex. 2: Research Plan and Career Plan

### Research Plan

Write a brief research plan of your proposed Master's or Ph.D. thesis more than 700 words (minimum 3 pages).

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's or Ph.D. thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

- Brief explanation for your analysis of this topic.
- Brief explanation for your research methodology.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work. Necessary to include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.

**\*For Ph.D. courses, please attach your master thesis in English and related papers (if any).**

### **!! IMPORTANT !!**

- ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's or Ph.D. course.
- ✓ It must be demonstrated that your academic background and/or job experience are sufficient enough to engage in and complete the Master's or Ph.D. course in Japan. In this regard, it is essential for you to select a research theme which



is associated with your current or future job.

- ✓ If you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.

### **Career Plan after Graduation**

In connection with the fields of study, please describe your idea /plan to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of SDGs Global Leadership Program which expects the participants to be leaders who share values of Japan in order to help establish and maintain mid and long - term good relations between Japan and the participants' countries

LAPORAN JAWATANKUASA LATIHAN KEMENTERIAN/JABATAN  
UNTUK KURSUS DALAM PERKHIDMATAN

1. TAJUK KURSUS				
2. TEMPAT KURSUS				
3. TEMPOH KURSUS				
4. PENGANJUR				
5. BIL. PERMOHONAN DITERIMA				
6. BIL. CALON YANG LAYAK				
7. BUTIR-BUTIR CALON YANG DIPERAKUKAN (Sila buat lampiran jika ruangan tidak mencukupi)				
Nama dan Jawatan Calon	Kelulusan / Institut / Tahun	Perkhidmatan Sekarang		Tarikh Lahir / Umur
		T/Lantikan	T/Sah	
<u>Calon Tetap</u>				
<u>Calon Simpanan</u>				
8. KEANGGOTAAN JAWATANKUASA LATIHAN		ASAS ASAS PERAKUAN		
<p><b><u>PENGERUSI:</u></b></p> <p>Nama :</p> <p>Jawatan:</p> <p><b><u>AHLI :</u></b></p> <p>1. Nama : Jawatan:</p> <p>2. Nama: Jawatan:</p> <p>..... (Tandatangan Pengerusi/Setiausaha)</p> <p>Nama :</p> <p>Jawatan:</p> <p>Cop Rasmi Kerajaan:</p> <p>Tarikh: .....</p>		<p><b><u>PERAKUAN</u></b></p> <p>DENGAN PERAKUAN INI KETUA JABATAN/ KEMENTERIAN BERSETUJU MELULUSKAN PEGAWAI UNTUK BERKURSUS</p>		